

TOTAL FORCE MANPOWER MANAGEMENT SYSTEM (TFMMS)
N12 DECISION MATRIX FOR ACTIVITY MANPOWER DOCUMENT (AMD)
CHANGE REQUESTS
April 2003

Item	Action Change Request Desired outcome	Claimant Responsibility Mandatory Action Prior Request Submission	N121 Responsibility prior to implementation
	Officers		
O-1	All Officer authorization growth using unqualitized end strength and/or uncompensated growth in the DOPMA controlled grades (O4 to O6, not including Doctors, Dentists, Flags, and Warrant Officers).	<p>For Active Duty: Submit Change Request Sheet (CRS) to N122E2 via email. CRS will be routed to affected OCM for their recommendation / comment on the requested action.</p> <p>CRS must be filled out completely by the Claimant. If not, CRS will be returned with no action taken.</p> <p>For Selected Reserves (SELRES): Changes affecting the SELRES community must be pre-approved by COMNAVRESFOR (N11) prior to submission of Change Request via TFMMS. Use of the CRS from is optional, however approval must be obtained either by phone, email or by the optional CRS.</p> <p>For Training and Administration of Reserve (TAR); Changes affecting the TAR officer community must be pre-approved by PERS-921 prior to submission of Change Request via TFMMS.</p> <p style="text-align: center;">(See Note 1)</p>	<p>Approve/disapprove based on adherence to current policy or approval by COMNAVRESFOR (N11) chop for SELRES (PERS-921 for TAR).</p> <p>Without LOJ reference to approved CRS, TFMMS packet will be returned to Claimant with no further action.</p> <p>N121 will not process request without an approved CRS.</p>
O-2	<p>Changes to Officer authorization fields (to include RT (TAR) and RA (SELRES) manpower type:</p> <ul style="list-style-type: none"> • Designator • Paygrade • Manpower Resource Code (MRC) 	<p>For Active Duty: Submit Change Request Sheet (CRS) to N131E1 via email. CRS will be routed to affected OCM for their recommendation / comment on the requested action.</p> <p>CRS must be filled out completely by the Claimant. If not, CRS will be returned with no action taken.</p> <p>For Selected Reserves (SELRES): Changes affecting the SELRES community must be pre-approved by COMNAVRESFOR (N11) prior to submission of Change Request via TFMMS. Use of the CRS from is optional, however approval must be obtained either by phone, email or by the optional CRS.</p> <p>For Training and Administration of Reserve (TAR); Changes affecting the TAR officer community must be pre-approved by PERS-921 prior to submission of Change Request via TFMMS.</p> <p style="text-align: center;">(See Note 1)</p>	<p>Approve/Disapprove based on adherence to current policy or approval by COMNAVRESFOR (N11) chop for SELRES (PERS-921 for TAR).</p> <p>Without LOJ reference to approved CRS (for Active Duty), TFMMS packet will be returned to Claimant with no further action.</p> <p>N121 will not process request without an approved CRS.</p>
O-3	<p>AMD Change Requests for subspecialty code(s).</p> <p>* Changes to procedure per policy delineated per BUPERS WEBSITE. http://navprodev.bupers.navy.mil/subPage.asp</p>	Refer to Claimant guidance provided per WEBSITE	No additional action required upon receipt of TFMMS packet

Item	Desired Outcome	Claimant Responsibility	N121 Responsibility
	Enlisted		
O-4	AMD change requests affecting the Flag Officer Community (Active Duty and Reserve)	Obtain Pers-00F approval for Active Duty and N095F for TAR and SELRES Flag Officer changes, prior to final electronic submission to the approving TFMMS AODC.	Approve/Disapprove based on Pers-00F for Active Duty and N09F for Reserve. If applicable approval/comment is not referenced in the LOJ, packet will be returned to Claimant with no further action.
E-1	<p>Actions that add, change or delete authorizations for Fleet MCPO's, Force MCPO's, Command MCPO's, CNO MCPO.</p> <p>Revised - RATING/ RATE MCN CM (MCPON) FLT CM (Fleet MC) FOR CM (Force MC) CMC CM (Command MC) CNO CM (CNO Directed Master Chief)</p>	<p>Obtain approval from CNO (N00D) (Asst to MCPON) prior to electronic submission of TFMMS packet and N122 Change Request Sheet (CRS) to the approving AODC.</p> <p>Submit Change Request Sheet (CRS) to N122E via email. CRS will be routed to affected ECM for their recommendation / comment on the requested action.</p> <p>Once approved, reference to the N122E1 CRS must be included in the TFMMS packet LOJ prior to final electronic submission to the approving TFMMS AODC</p> <p>CRS must be filled out completely by the Claimant. If not, CRS will be returned with no action taken.</p> <p>(See Note 1)</p>	<p>Approve/Disapprove based on adherence to current policy and complete justification provided.</p> <p>Without approval from CNO (N00D) and CNO (N122E1) to approved CRS, TFMMS packet will be returned to Claimant with no further action.</p> <p>N121 will not process request without CNO (N00D) and CNO (N122E1) approval.</p>
E-2	All AMD Change Requests that add, upgrade or change authorization pay grades affecting the E8 and E9 community.	<p>Submit Change Request Sheet (CRS) to N122E via email. CRS will be routed to affected ECM for their recommendation / comment on the requested action.</p> <p>CRS must be filled out completely by the Claimant. If not, CRS will be returned with no action taken.</p> <p>Once approved, reference to the N122E1 CRS must be included in the TFMMS packet LOJ prior to final electronic submission to the approving TFMMS AODC.</p> <p>(See Note 1)</p>	<p>Approve/Disapprove based on adherence to current policy and complete justification provided.</p> <p>Without LOJ reference to approved CRS, TFMMS packet will be returned to Claimant with no further action.</p> <p>N121 will not process request without CNO (N122E1) approval.</p>
E-3	Adding, changing or deleting NEC 532X (SEAL)/NEC 535X (SWCC) authorizations.	<p>Submit Change Request Sheet (CRS) directly to N132D3 (james.hudson@navy.mil).</p> <p>CRS must be filled out completely by the Claimant. If not, CRS will be returned with no action taken.</p> <p>Once approved, reference to the N132D3 CRS must be included in the TFMMS packet LOJ prior to final electronic submission to the approving TFMMS AODC</p> <p>(See Note 1)</p>	<p>Approve/Disapprove based on adherence to current policy and complete justification provided.</p> <p>Without LOJ reference to approved CRS, TFMMS packet will be returned to Claimant with no further action.</p>
E-4	<p>Adding, deleting or changing any FAC codes, or</p> <p>Deleting shore authorizations for sea intensive rates as defined by enclosure (3) for MPN or</p> <p>Adding shore authorizations for shore intensive rates as defined by enclosure (3) for MPN</p> <p>Any changes to Personnel Exchange Program (PEP)</p>	<p>For Active Duty: Submit Change Request Sheet (CRS) directly to N132D3 (james.hudson@navy.mil). CRS will be routed to affected ECM for their recommendation / comment on the requested action.</p> <p>CRS must be filled out completely by the Claimant. If not, CRS will be returned with no action taken.</p> <p>For Selected Reserve (SELRES): Changes affecting SELRES community must be pre-approved by COMNAVRESFOR (N11) prior to submission of Change Request via TFMMS. Use of the CRS from is optional, however approval must be obtained either by phone, e-mail or by the optional CRS.</p> <p>For Training and Administration of Reserve (TAR) Changes affecting the TAR enlisted community must be pre-approved by N132D11A prior to submission of Change Request via TFMMS.</p> <p>(See Note 1)</p>	<p>Approve/Disapprove based on adherence to current policy and complete justification provided to include the N132D3 approval (for Active Duty) of the CRS or approval by COMNAVRESFOR (N11) chop for SELRES and/or TAR.</p> <p>Without LOJ reference to approved CRS, or COMNAVRESFOR (N11) reference, TFMMS packet will be returned to Claimant with no further action.</p> <p>N121 will not process request without an approved CRS, or COMNAVRESFOR approval.</p> <p>Claimants can forward any issues that were not satisfactorily resolved with Community Managers to N12 for adjudication.</p>

Item	Desired Outcome	Claimant Responsibility	N121 Responsibility
	Officer/Enlisted/Civilian		
A-1	Manpower change requests that affect Medical Requirements/Authorization outside BUMED Claimant.	<p>Submit Change Request Sheet (CRS) to N122D4 via email. CRS will be routed to affected OCM and/or ECM for their recommendation/comment on the requested action.</p> <p>CRS must be filled out completely by the Claimant. If not, CRS will be returned with no action taken.</p> <p>Once approved, reference to the N122E1 CRS must be included in the TFMMS packet LOJ prior to final electronic submission to the approving TFMMS AODC</p> <p>(See Note 1)</p>	<p>Approve/Disapprove based on adherence to current policy and complete justification provided.</p> <p>Without LOJ reference to approved CRS, TFMMS packet will be returned to Claimant with no further action.</p> <p>N121 will not process request without CNO (N122D4) approval.</p>
A-2	<p>Manpower change requests that affect Navy Working Capital Funds (NWCF)/Defense Working Capital Funds (DWCF) billets, FYDP end strength, or Transportation Working Capitol Fund (TWCF)</p> <p>(See Note 2) Applies to MPN only.</p>	<p>For Active Duty:</p> <p>When the requested manpower change affects the destination UIC and action involves a different NWCF/DWCF AGSAG/PE or is Non-NWCF/DWCF, retain packet and submit a request to ASN (FM&C) (FMB-4) and CNO (N122E3) requesting an end strength move.</p> <p>Submit the manpower change request packet to approving AODC only when acknowledgement of requested FYDP has been received.</p> <p>The LOJ must provide details of the requested FYDP move, and all supporting references prior to submission. Packets received without referenced approval will be returned to the Claimant with no further action taken.</p> <p>(See Notes 1 and 2)</p>	<p>Approve/Disapprove based on adherence to current policy and complete justification provided.</p> <p>Without specific reference to CNO (N122E3) approval, in the TFMMS packet LOJ, request will be returned to Claimant with no further action.</p> <p>N121 will not process request without CNO (N122E3) approval.</p>
A-3	<p>Manpower change requests reprogramming authorizations and associated end strength into or out of a Headquarters status.</p> <p>(See Notes 1 and 4) Applies to MPN only</p>	<p>For Active Duty:</p> <p>Obtain approval from CNO (N122E3) prior to electronic submission of TFMMS packet to the approving AODC.</p> <p>The CNO (N122E3) approval must be referenced in the TFMMS packet LOJ. Packets received without CNO (N122E3) referenced approval will be returned to the Claimant with no further action taken.</p>	<p>Approve/Disapprove based on adherence to current policy and complete justification provided.</p> <p>Without specific reference to CNO (N122E3) approval, in the TFMMS packet LOJ, request will be returned to Claimant with no further action.</p> <p>N121 will not process request without CNO (N122E3) approval.</p>
A-4	<p>Manpower change requests, affecting Additional Duty (ADDU) requirements.</p> <p>Enclosure (1)</p>	<p>Ensure both the primary billet "ADDU TO" and the "ADDU FM" billet are in the same TFMMS packet and addressed in LOJ.</p> <p>If relationships cross claimancies, route packet through to the other claimant prior to electronic submission to approving AODC.</p>	<p>Approve/Disapprove based on adherence to current policy and complete justification provided.</p> <p>If TFMMS packet does not contain both sides of the ADDU relationship, or has not been passed through the other affected claimant's (as applicable), return packet to originator with no further action.</p>

Item	Desired Outcome	Claimant Responsibility	N121 Responsibility
	Officer/Enlisted/Civilian		
A-5	All AMD Change Requests containing actions affecting Anti-Terrorist Force Protection (ATFP) requirements and/or authorization. (Alpha, Bravo, Charlie, and Delta threat conditions)	<p>For Active Duty and Reserve: Submit Change Request Sheet (CRS) to N122D3F via email. CRS will then be routed to affected OCM and/or ECM for their recommendation/comment on the requested action.</p> <p>CRS must be filled out completely by the Claimant. If not, CRS will be returned with no action taken.</p> <p>Additionally, CNO (N122D3F) approval must be obtained and referenced prior to final, electronic submission of TFMMS packet.</p> <p>Reference to the approved N122 CRS must be included in the TFMMS packet LOJ, along with the CNO (N122D3F) concurrence prior to final electronic submission to the approving TFMMS AODC</p>	<p>Approve/Disapprove based on adherence to current policy and complete justification provided.</p> <p>Without reference to CNO (N122D3F) approval, in the TFMMS packet LOJ, request will be returned to Claimant with no further action.</p> <p>Without LOJ reference to approved CRS, TFMMS packet will be returned to Claimant with no further action.</p> <p>N121 will not process request without CNO (N122D3F) approval.</p>
A-6	Any changes to Student authorization (MRC: ST or TR)	<p>Submit Change Request Sheet (CRS) to N122E2 via email. CRS will be routed to affected OCM and/or ECM for their recommendation/comment on the requested action.</p> <p>CRS must be filled out completely by the Claimant. If not, CRS will be returned with no action taken.</p> <p>Once approved, reference to the N122E1 CRS must be included in the TFMMS packet LOJ prior to final electronic submission to the approving TFMMS AODC</p> <p>(See Note 1)</p>	<p>Approve/Disapprove based on adherence to current policy and complete justification provided.</p> <p>Without LOJ reference to approved CRS, TFMMS packet will be returned to Claimant with no further action.</p> <p>N121 will not process request without CNO (N122E2) approval.</p>
A-7	Any changes to Commercial Activities	<p>Submit Change Request Sheet (CRS) to N122D3D via email. CRS will be routed to affected OCM and/or ECM for their recommendation/comment on the requested action.</p> <p>CRS must be filled out completely by the Claimant. If not, CRS will be returned with no action taken.</p> <p>Once approved, reference to the N122E1 CRS must be included in the TFMMS packet LOJ prior to final electronic submission to the approving TFMMS AODC</p> <p>(See Note 1)</p>	<p>Approve/Disapprove based on adherence to current policy and complete justification provided.</p> <p>Without LOJ reference to approved CRS, TFMMS packet will be returned to Claimant with no further action.</p> <p>N121 will not process request without CNO (N122D3D) approval.</p>

NOTES:

1. Letter of Justification (LOJ) must include a clear, detailed summary of changes being requested, and strong, supportive justification for the requested change. Provide specific points of contact with, names and office codes for all references, to include telephone references. Reference to the N122 approved CRS (as applicable) must also be referenced in the LOJ.
2. End Strength identified in Navy Working Capital Fund (NWCF) UICs and the Defense Working Capital Fund (DWCF) UICs are controlled by the Office of the Secretary of Defense (OSD). These reimbursable UICs are assigned a claimant code of XXA8 and MARP 8063, 8064 (NWCF), and MARP 8065 (DWCF). NWCF/DWCF FYDP can be moved in TFMMS between NWCF/DWCF UICs with the same AGSAG/PE. Moving end strength to a different AGSAG/PE or from NWCF/DWCF to Non-Working Capital Funds will not be approved in TFMMS. These transactions shall only be accomplished through the programming and budgeting process, and pre-approved by CNO (N122E3)/MPN Accounting Section/Ms. Debbie Brasher, DSN: 225-3647, or COM (703) 695-3647 prior to the submission of the TFMMS packet. NWCF/DWCF UICs have budgets assigned to them for two years (CFY and FY1). These are locked years and end strength moves SHOULD NOT be requested. If changes are desired, they will only occur in the Program Objectives Memorandum (POM)/Program Review (PR) years or as appropriate, using a Program Budget Decision (PBD) or POM/PR/Summer Budget Issue.
3. Headquarters assignment is placed on the Active/UIC based on the DOD Directive 5100.73 of 13 May 1999 and SECNAV Instruction 5000.30D. The Navy UIC will be assigned a Program Element (PE) that ends in "98" and a Headquarters Activity Indicator Code (HAIC) will also be assigned. All requirements, authorization and end strength programmed at a Headquarters UIC will be assigned a Headquarters PE. Reprogramming of assets out of a Headquarters status will require prior approval from CNO (N122E3).

POINTS OF CONTACT

For **TFMMS packet** issues:

CNO (N121)/NAVMAC (Code 20) TFMMS Packets HMCS Greg Moody, DSN 882-6372, Commercial (901) 874-6372.

For **TFMMS/policy and procedure** issues:

CNO (N121)/NAVMAC (Code 20) POLICY issues, Mr. Ken Marshall, DSN 882-6404, Commercial (901) 874-6404.

For **TFMMS Functional Management/Data** issues:

CNO (N121) / NAVMAC (Code 01) / CACI, Mr. Dave Jester, DSN 882-6365, or Commercial (901) 874-6365.

For **DOPMA/E-8/E-9** issues:

OFFICER issues - LCDR Nell, CNO (N122E), DSN 224-5306, Commercial (703) 614-5306.

ENLISTED issues - LCDR Helwig, CNO (N122E1), DSN 225-3640, or Commercial (703) 695-3640.

For **Officer or Enlisted Community Managers, or Enlisted Billet Quality Guidance Matrix** issues:

OFFICER issues – Ms Vickie Poindexter, CNO (N131E), DSN 224-4933, Commercial (703) 614-4933.

ENLISTED issues - LCDR Jim Hudson, CNO (N132D3), DSN 223-7234, or Commercial (703) 693-7234.

For **TAR OCM** issues:

PERS-921, Millington, TN DSN: 882-4512, Commercial (901) 874-4512

For **END STRENGTH, NWCF, DWCF, Headquarters and UIC Establishment/Disestablishment** issues (Item A-2, A3):

CNO (N122E3), Ms. Debbie Brascher, DSN 225 3647, Commercial (703) 695-3647 or

CNO (N122E3C), Ms. Stevie Greer, (N122E3C), DSN 225-3663, Commercial (703) 695-3663.

For **ALL OCM/ECM, Active RESERVE (TAR) and SELRES** issues: (Items O-1, O-2 and E-2, and E-4) COMNAVRESFOR (N11) New Orleans LA, DSN 678-6678, Commercial (504) 678-6678

For **All Reserve Policy** issues: CNO (N122F), LCDR Davis, DSN 225-3119, Commercial (703) 695-3119

For **Commercial Activity (CA)** issues:

CNO (N122D3D), LCDR Churbuck, DSN 225-8210, Commercial (703) 614-5232

For **Anti-Terrorist Force Protection (ATFP)** issues (Item A-5):

CNO (N122D3F), Mr. Earl McIntosh, DSN 225-8210, Commercial (703) 693-8210

For **JOINT MANPOWER** issues:

CNO (N123M1), Ms. Apryle Saahir, DSN 225-3204, Commercial (703) 695-3204

For **Sub-Specialty** issues (Item O-3):

CNO (N131E), DSN 223-2328, Ms. Vickie Poindexter or Ms Katy Wei, DSN 224-4933 or DSN 224-4242, Commercial (703) 614-XXXX

For **Flag Officer** issues (Item O-4):

PERS - 00F, Flag Officer Mgmt and Distribution Advisor, DSN 224-1129, Commercial (703) 614-1129.

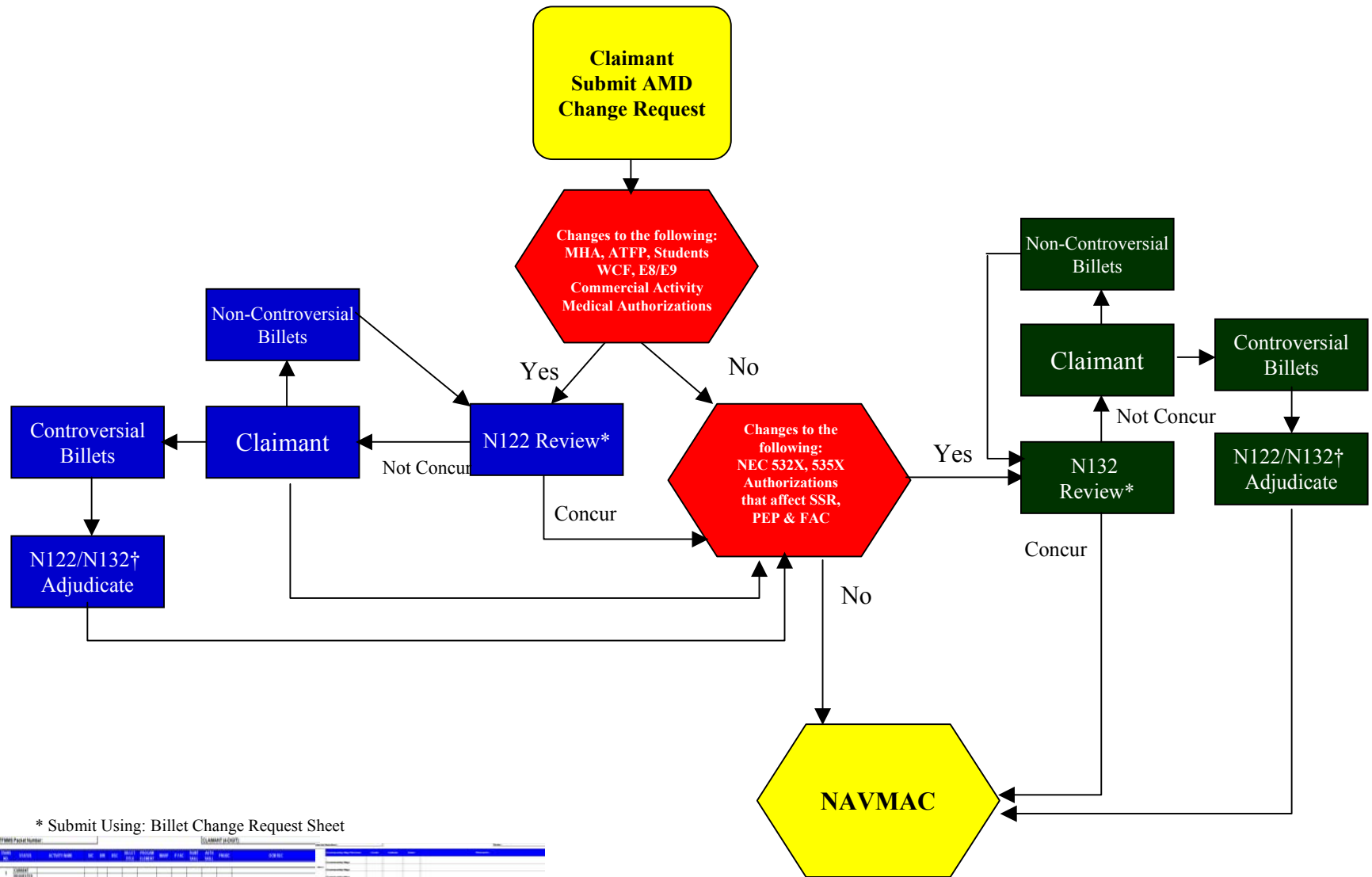
For **MCPON** issues (Item E-1) refer to OPNAVINST 1306.2D of 19 Dec 2002: CNO (P00D),

P00D@navy.mil

Enclosure (1

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Enlisted AMD Changes That Affect N122/N132



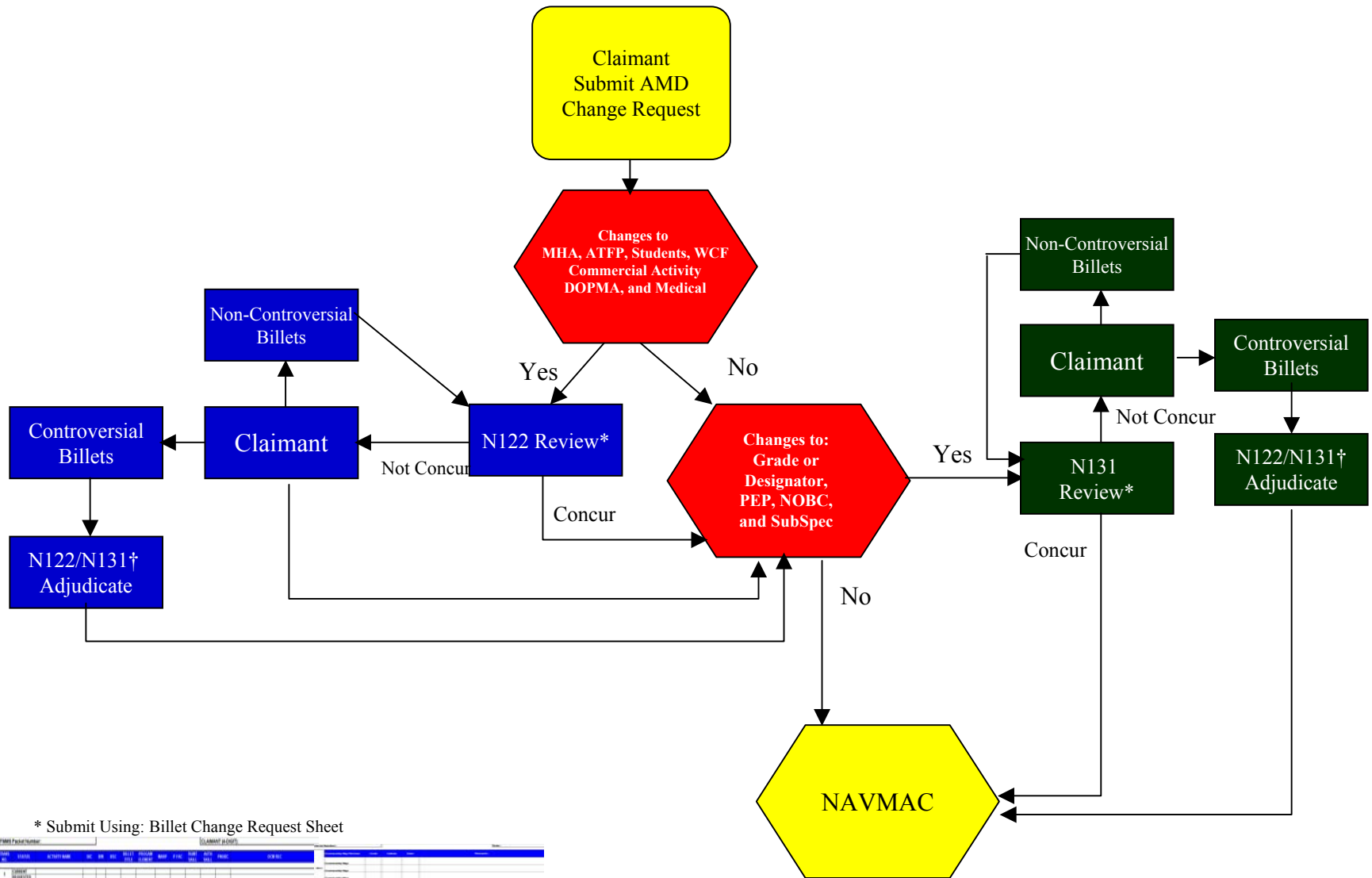
* Submit Using: Billet Change Request Sheet

Form 990 (2015) **Part I** **Line 1** **Revenue**

1 **Revenue** **2015** **2014** **2013** **2012** **2011** **2010** **2009** **2008** **2007** **2006** **2005** **2004** **2003** **2002** **2001** **2000** **1999** **1998** **1997** **1996** **1995** **1994** **1993** **1992** **1991** **1990** **1989** **1988** **1987** **1986** **1985** **1984** **1983** **1982** **1981** **1980** **1979** **1978** **1977** **1976** **1975** **1974** **1973** **1972** **1971** **1970** **1969** **1968** **1967** **1966** **1965** **1964** **1963** **1962** **1961** **1960** **1959** **1958** **1957** **1956** **1955** **1954** **1953** **1952** **1951** **1950** **1949** **1948** **1947** **1946** **1945** **1944** **1943** **1942** **1941** **1940** **1939** **1938** **1937** **1936** **1935** **1934** **1933** **1932** **1931** **1930** **1929** **1928** **1927** **1926** **1925** **1924** **1923** **1922** **1921** **1920** **1919** **1918** **1917** **1916** **1915** **1914** **1913** **1912** **1911** **1910** **1909** **1908** **1907** **1906** **1905** **1904** **1903** **1902** **1901** **1900** **1899** **1898** **1897** **1896** **1895** **1894** **1893** **1892** **1891** **1890** **1889** **1888** **1887** **1886** **1885** **1884** **1883** **1882** **1881** **1880** **1879** **1878** **1877** **1876** **1875** **1874** **1873** **1872** **1871** **1870** **1869** **1868** **1867** **1866** **1865** **1864** **1863** **1862** **1861** **1860** **1859** **1858** **1857** **1856** **1855** **1854** **1853** **1852** **1851** **1850** **1849** **1848** **1847** **1846** **1845** **1844** **1843** **1842** **1841** **1840** **1839** **1838** **1837** **1836** **1835** **1834** **1833** **1832** **1831** **1830** **1829** **1828** **1827** **1826** **1825** **1824** **1823** **1822** **1821** **1820** **1819** **1818** **1817** **1816** **1815** **1814** **1813** **1812** **1811** **1810** **1809** **1808** **1807** **1806** **1805** **1804** **1803** **1802** **1801** **1800** **1799** **1798** **1797** **1796** **1795** **1794** **1793** **1792** **1791** **1790** **1789** **1788** **1787** **1786** **1785** **1784** **1783** **1782** **1781** **1780** **1779** **1778** **1777** **1776** **1775** **1774** **1773** **1772** **1771** **1770** **1769** **1768** **1767** **1766** **1765** **1764** **1763** **1762** **1761** **1760** **1759** **1758** **1757** **1756** **1755** **1754** **1753** **1752** **1751** **1750** **1749** **1748** **1747** **1746** **1745** **1744** **1743** **1742** **1741** **1740** **1739** **1738** **1737** **1736** **1735** **1734** **1733** **1732** **1731** **1730** **1729** **1728** **1727** **1726** **1725** **1724** **1723** **1722** **1721** **1720** **1719** **1718** **1717** **1716** **1715** **1714** **1713** **1712** **1711** **1710** **1709** **1708** **1707** **1706** **1705** **1704** **1703** **1702** **1701** **1700** **1699** **1698** **1697** **1696** **1695** **1694** **1693** **1692** **1691** **1690** **1689** **1688** **1687** **1686** **1685** **1684** **1683** **1682** **1681** **1680** **1679** **1678** **1677** **1676** **1675** **1674** **1673** **1672** **1671** **1670** **1669** **1668** **1667** **1666** **1665** **1664** **1663** **1662** **1661** **1660** **1659** **1658** **1657** **1656** **1655** **1654** **1653** **1652** **1651** **1650** **1649** **1648** **1647** **1646** **1645** **1644** **1643** **1642** **1641** **1640** **1639** **1638** **1637** **1636** **1635** **1634** **1633** **1632** **1631** **1630** **1629** **1628** **1627** **1626** **1625** **1624** **1623** **1622** **1621** **1620** **1619** **1618** **1617** **1616**

† If agreement cannot be reached,
N12 will review and make final decision

Officer AMD Changes That Affect N122/N131



* Submit Using: Billet Change Request Sheet

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† If agreement cannot be reached,
N12 will review and make final decision

FY 03 ENLISTED BILLET QUALITY GUIDANCE MATRIX

	SEA INTENSIVE BILLETS E5 SEA/SHORE BILLETS RATIO GREATER THAN 5:3	DEPRIVED SHORE BILLETS E5 SEA/SHORE BILLETS BETWEEN 5:3 AND 4:3	SEA & SHORE BILLETS IN REASONABLE BALANCE E5 SEA /SHORE BILLETS BETWEEN 4:3 AND 3:3	SHORE INTENSIVE BILLETS E5 SEA/SHORE BILLETS RATIO LESS THAN 3:3
OVERMANNED E5 PROJECTED INVENTORY 5% ABOVE BILLETS AUTHORIZED	INCREASE SHORE BILLETS. INCREASE SEA BILLETS ONLY IF SHORE BILLETS INCREASE AT THE SAME RATE OR GREATER	INCREASE SHORE BILLETS. INCREASE SEA BILLETS ONLY IF SHORE BILLETS ARE INCREASED AT THE SAME RATE OR GREATER	PERMITTED TO INCREASE BILLETS IN APPROXIMATELY EQUAL RATIO.	INCREASE SEA BILLETS. REDUCE SHORE BILLETS ONLY IF SEA BILLETS ARE INCREASED AT THE SAME RATE OR GREATER
MANNED AT GOAL E5 PROJECTED INVENTORY BETWEEN +5% AND -10% OF BILLETS AUTHORIZED	INCREASE SHORE OR REDUCE SEA BILLETS	INCREASE SHORE BILLETS OR REDUCE SEA BILLETS	ALL ACTIONS PERMITTED IN MODERATION	PERMITTED TO INCREASE SEA OR REDUCE SHORE BILLETS
UNDERMANNED E5 PROJECTED INVENTORY 10% BELOW BILLETS AUTHORIZED	REDUCE SEA BILLETS. INCREASE SHORE BILLETS ONLY IF SEA BILLETS ARE REDUCED AT AN EQUAL OR GREATER RATE.	REDUCE SEA BILLETS. INCREASE SHORE BILLETS ONLY IF SEA BILLETS ARE REDUCED AT AN EQUAL OR GREATER RATE.	PERMITTED TO REDUCE BILLETS IN APPROXIMATELY EQUAL RATIO	REDUCE SHORE BILLETS

PREPARED AUG02
OPNAV POC: N132D3

SSR = (Sea BA / Shore BA) * 36. >60 is Sea-Intensive; 48-60 is Deprived Shore; 36-48 at Goal; <36 is Shore Intensive.

Enclosure (3)

FY 03 ENLISTED BILLET QUALITY GUIDANCE MATRIX FOR E-5

SEA INTENSIVE BILLETS	DEPRIVED SHORE BILLETS		SEA & SHORE BILLETS IN REASONABLE BALANCE				SHORE INTENSIVE BILLETS				
E5 SEA/SHORE BILLETS RATIO GREATER THAN 5:3	E5 SEA/SHORE BILLETS BETWEEN 5:3 AND 4:3		E5 SEA /SHORE BILLETS BETWEEN 4:3 AND 3:3				E5 SEA/SHORE BILLETS RATIO LESS THAN 3:3				
PR(NAC)		SW IT	QM SM	MS(SS)				AO(NAC)			
AW EM(NUC)(SS) EM(NUC)(SW) EOD ET(NUC)(SS) ET(NUC)(SW) FC FT MM(NUC)(SS) MM(NUC)(SW) MM(D133)	MM(D134) SEAL LI	AE AK AO AZ DK EA GSM IC EM(SW)	MA MM MM(SS) WEP MS(SW) PC PH PR SK(SW) STG STS(SS)	ETSS(COM) ETSS(NAV) OS	ABE ABF AM AME AT BM BU CE CM	DC EN EO ET(SW) ET(SNV) YNSS MT	EW GM GSE IS MM(SW) MM(SS)AUX MN MR	SH SK(SS) SM TM UT	ABH AC AD AG AO AS CTA CTI CTM CTO	CTR CTT DIVERS DM EM HM/DT HT LN MM	YN JO RP PN
AT(NAC)		AM(NAC) AD(NAC) AE(NAC)			YN(SS)				MT(SS) AME(NAC) MU		

PREPARED AUG02
OPNAV POC: N132D3

SSR = (Sea BA / Shore BA) * 36. >60 is Sea-Intensive; 48-60 is Deprived Shore; 36-48 at Goal; <36 is Shore Intensive.

Enclosure (3)

FY 03 ENLISTED BILLET QUALITY GUIDANCE MATRIX FOR E-6

	SEA INTENSIVE BILLETS E6 SEA/SHORE BILLETS RATIO GREATER THAN 5:3	DEPRIVED SHORE BILLETS E6 SEA/SHORE BILLETS BETWEEN 5:3 AND 4:3	SEA & SHORE BILLETS IN REASONABLE BALANCE E6 SEA /SHORE BILLETS BETWEEN 4:3 AND 3:3	SHORE INTENSIVE BILLETS E6 SEA/SHORE BILLETS RATIO LESS THAN 3:3
<u>OVERMANNED</u> E6 PROJECTED INVENTORY 5% ABOVE BILLETS AUTHORIZED	AT(NAC) LI DM	AM(NAC)	AD(NAC) SM OS	AO(NAC) MU RP
<u>MANNED AT GOAL</u> E6 PROJECTED INVENTORY BETWEEN +5% AND -10% OF BILLETS AUTHORIZED	EOD MN ET(NUC)(SS) ET(NUC)(SW) EM(NUC)(SS) EM(NUC)(SW) MM(NUC)(SS) MM(NUC)(SW) MM(D133) MM(D134) SEALS AME(NAC)	ABE AO DK EM FC MMSS(WEP) MS(SW) NC SH AE AE(NAC) IC	ABF ABH AK AM AME AW BM CM CE DC EN EO ET EW GM GSM IS QM EM(SW) GSE HT IT MM(SW) MS(SS) PC SK(SS) SK(SW) STG STS(SS) SW TM UT	AC AD AG AS AT AZ BU CTA CTI CTM CTO CTR CTT DIVERS EA EM ET(SW) FT HM/DT ETSS(COM) ETSS(NAV) LN MA MM MM(SS) AUX MR MT PH PN PR YN YN(SS) JO
<u>UNDERMANNED</u> E6 PROJECTED INVENTORY 10% BELOW BILLETS AUTHORIZED				

PREPARED AUG02
OPNAV POC: N132D3

SSR = (Sea BA / Shore BA) * 36. >60 is Sea-Intensive; 48-60 is Deprived Shore; 36-48 at Goal; <36 is Shore Intensive.

FY 03 ENLISTED BILLET QUALITY GUIDANCE MATRIX FOR E-7

	SEA INTENSIVE BILLETS E7 SEA/SHORE BILLETS RATIO GREATER THAN 5:3	DEPRIVED SHORE BILLETS E7 SEA/SHORE BILLETS BETWEEN 5:3 AND 4:3	SEA & SHORE BILLETS IN REASONABLE BALANCE E7 SEA /SHORE BILLETS BETWEEN 4:3 AND 3:3	SHORE INTENSIVE BILLETS E7 SEA/SHORE BILLETS RATIO LESS THAN 3:3
<u>OVERMANNED</u> E7 PROJECTED INVENTORY 5% ABOVE BILLETS AUTHORIZED	AE(NAC) LI	PH	AT(NAC) OS IT	AM(NAC) AME(NAC) AO(NAC) DM RP YN AW AZ UT AG
<u>MANNED AT GOAL</u> E7 PROJECTED INVENTORY BETWEEN +5% AND -10% OF BILLETS AUTHORIZED	ET(NUC)(SS) MM(SS) WEP MM(SSW) SEALS	ABE EOD EM(NUC)(SS) EM(NUC)(SW) ET(NUC)(SW) MM(NUC)(SS) MM(NUC)(SW) MM(D133) MM(D134) MS MS(SS) SW	AK AM AO BM EM ET(SS) NAV ET(SS) COM EN EW GM MS(SW)	ABF ABH AC AD(NAC) AD AE AME AS AT BU CE CM CTA CTI CTM CTO CTR CTT DC DIVERS DK EA EM EM(SW) EO MU ET(SW) FC GSE GSM HM/DT HT IC IS JO LN MA MM(SS)(AUX) MM(SW) MN MR MS MT(SS) NC PN PR QM SK(SW) SM STG STS(SS) TM
<u>UNDERMANNED</u> E7 PROJECTED INVENTORY 10% BELOW BILLETS AUTHORIZED	FT YN(SS)			

FY 03 ENLISTED BILLET QUALITY GUIDANCE MATRIX FOR E-8

	SEA INTENSIVE BILLETS		DEPRIVED SHORE BILLETS		SEA & SHORE BILLETS IN REASONABLE BALANCE		SHORE INTENSIVE BILLETS	
	E8 SEA/SHORE BILLETS RATIO GREATER THAN 5:3		E8 SEA/SHORE BILLETS BETWEEN 5:3 AND 4:3		E8 SEA /SHORE BILLETS BETWEEN 4:3 AND 3:3		E8 SEA/SHORE BILLETS RATIO LESS THAN 3:3	
<u>OVERMANNED</u> E8 PROJECTED INVENTORY 5% ABOVE BILLETS AUTHORIZED	AD(NAC) AZ AT(NAC) AG		SK(SW)		AE(NAC) SW BM IT QM SM OS		AM(NAC) JO DM YN LI RP UT PN PH MU	
<u>MANNED AT GOAL</u> E8 PROJECTED INVENTORY BETWEEN +5% AND -10% OF BILLETS AUTHORIZED	ABE ABF ABH AE EM(NUC)(SW) ET(NUC)(SW)	MM(D134) MM(NUC)(SW) MM(SS) AUX MN SEALS SK STG STS (SS) TM	AD AO EM(NUC)(SS) EM(SW) ET(SS) NAV ET(NUC)(SS) FC MM(D133) MM(NUC)(SS) MM(SS) WEP	MT	AM AT DK EM EOD ET(SS) COM EW	GS IC IS MMSS(WEP) MMSW MT(SS) SH	AC AK AS AW BU CE CM CTA CTI CTM	CTO CTR DC DIVERS EM EN EO ET(SW) FT GM HM/DT HT LN MA MR MS(SW) MS(SS) NC PC PR SH SK(SS) YN(SS)
<u>UNDERMANNED</u> E8 PROJECTED INVENTORY 10% BELOW BILLETS AUTHORIZED	AO(NAC)						EA	

FY 03 ENLISTED BILLET QUALITY GUIDANCE MATRIX FOR E-9

SEA INTENSIVE BILLETS

E9 SEA/ShORE BILLETS
RATIO GREATER THAN 5:3

AV(NAC)
AZ

DEPRIVED SHORE BILLETS

E9 SEA/ShORE BILLETS
BETWEEN 5:3 AND 4:3

UC

SEA & SHORE BILLETS IN REASONABLE BALANCE

E9 SEA /ShORE BILLETS
BETWEEN 4:3 AND 3:3

EQ
MM(SS) AUX
IT
OS
QM

SHORE INTENSIVE BILLETS

E9 SEA/ShORE BILLETS
RATIO LESS THAN 3:3

AC CU YN
AG DM PH RP
AW DK JO PN
AF(NAC) EW MU
LI

OVERMANNED

E9 PROJECTED
INVENTORY 5%
ABOVE BILLETS
AUTHORIZED

MANNED AT GOAL

E9 PROJECTED
INVENTORY
BETWEEN +5%
AND -10% OF
BILLETS
AUTHORIZED

AS
DC
EW
FT
ET(SS) NAV
ET(NUC)(SW)
EM(NUC)(SW)
MM(NUC)(SW)
MM(D134)
HT
MM
MR
MS
MT
SEALS

DC
EM
EM(NUC)(SS)
ET(NUC)(SS)
FC
MM(D133)
MM(NUC)(SS)
MM(sw)
SH
STS (SS)

AO
AV
BM
DC
EN
EOD
ET(SS) COM
ET(SW)
HT
LN
MA
MMSS(AUX)
MM(SS) WEP
MM(SSW)
MS(SW)
MT
NC
SK
SK(SW)
STG
STS(SS)

AB
AF
AS
CTI
CTM
CTO
CTT
DIVERS
CTR
CTA
GM
GS
HM
HM/DT
IS
LN
MR
MM
MN
MS(SS)
PC
PR
SK(SS)
STS (SS)
TM
YN(SS)
ETSS(COM)

SM

UNDERMANNED

E9 PROJECTED
INVENTORY 10%
BELOW BILLETS
AUTHORIZED

PREPARED AUG02
OPNAV POC: N132D3

SSR = (Sea BA / Shore BA) * 36. >60 is Sea-Intensive; 48-60 is Deprived Shore; 36-48 at Goal; <36 is Shore Intensive.

Billet Change Request Sheet (BCRS)

TFMMS Packet Number:**CLAIMANT (4-DIGIT):**[illegible]

Letter of Justification

Letter of Justification:

Routing Sheet For Billet Change Request(s)

Serial Number: _____

Date: _____

Community Manager					
N13	Community Mgr				
	Community Mgr				
	Community Mgr				
	Community Mgr				
	Community Mgr				
	Community Mgr				
	Community Mgr				
	Community Mgr				
	Head/Dep OCM				

N12					
N12	DOPMA	N122E			
	E8/E9	N122E1			
	FAC "G", "K", "T", "N", "V", "Z" OR MEC "S"	N122E1			
	ATFP	N122D			
	WORKING CAPITAL FUNDS	N122E3			
	STUDENT BILLETS	N122D1			
	HQ ACTIVITIES	N122E3			
	COMMERICAL ACTIVITIES (CA)	N122D3			
	RESOURCE SPONSOR				

If change request is not applicable to your field, annotated in the remarks as such.